V. Accessing the Document Start-Up Screen

The PF5 key is no longer valid under the new CORE software. As a result, there is a new procedure for accessing the document start-up screen. The steps for accessing and leaving the start-up screen are listed below.

- To access the document start-up screen from the MMARS Log On screen:

    a) type the numeral "1" in the COMMAND field ((A) on Figure 1.a on page 2); and
    b) hit the enter key. The system will bring you directly to the document start-up screen.

- To access the document start-up screen from any screen other than the Front-End/Log On screen:

    a) type either an "L" or an "X" in the ACTION field ((A) on Figure 5 below);
    b) type "DDB" and press the <SPACE> bar once in the SCREEN field ((B) on Figure 5 below);
    c) verify that only the three characters "DDB" appear in the SCREEN field,
        - if it is proceed to step d),
        - if it is not, go to step b); and then
    d) hit the enter key. The system will bring you directly to the document start-up screen.

(NOTE: depending upon how you accessed the start-up screen, the screen may have an error message, "*CD13 - BATCH & DOC TYPE INVALID" . You may ignore this message and proceed with entering your document id. The error message occurs when you access the document start-up screen from a non-blank MMARS screen (i.e., one that currently has a record displayed). If you access the start-up screen from a blank MMARS screen, the error message will not appear).

- To leave the document start-up screen:

    a) hit the PF2 key; you will be brought to the main MMARS menu, MTIM.

Figure 5. MMARS Screen Action Line

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        (A)          (B)
ACTION: L   SCREEN: DDB          M  M  A  R  S              03/15/94 15:25:42
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